



Request For Proposals for Job Cost Accounting System

**County of San Bernardino
Department of Public Works
825 E Third Street
San Bernardino, CA 92415-0835**

RFP No. DPW-0302



This page is left intentionally blank

TABLE OF CONTENTS

I.	INTRODUCTION.....	3
A.	Purpose	
B.	Minimum Proposer Requirements	
C.	Mandatory Proposal Conference	
D.	Questions	
E.	Correspondence	
F.	Proposal Submission Deadline	
G.	Admonition to Vendors	
II.	PROPOSAL TIMELINE	4
III.	PROPOSAL CONDITIONS	4
A.	Contingencies	
B.	Acceptance or Rejection of Proposals	
C.	Modifications	
D.	Proposal Submission	
E.	Incurred Costs	
F.	Negotiations	
G.	Level of Service	
H.	Disclosure of Criminal and Civil Proceedings	
I.	Final Authority	
IV.	PROGRAM REQUIREMENTS	7
A.	Background	
B.	Scope Of Work	
C.	Existing Computing Environment	
D.	Other Criteria	
E.	System Requirements	
F.	County Supplied Items and Assistance	
V.	CONTRACT REQUIREMENTS	24
A.	General	
B.	Indemnification and Insurance Requirements	
C.	Right to Monitor and Audit	
VI.	CONTRACT COMPLIANCE/EQUAL OPPORTUNITY	30
VII.	FORMER COUNTY OFFICIAL	30
VIII.	PROPOSAL SUBMISSION	31
A.	General	
B.	Proposal Presentation	
C.	Proposal Format	
IX.	PROPOSAL EVALUATION AND SELECTION	34
A.	Evaluation Process	
B.	Evaluation Criteria	
C.	Contract Award	
D.	Disputes	
E.	Final Approval	

X.	APPENDICES.....	36
A.	Cover Sheet	
B.	References	
C.	State of Certification	
D.	Exceptions to RFP	
E.	Requirements List	

I. INTRODUCTION

A. Purpose

The County of San Bernardino Department of Public Works, hereafter referred to as the "County", is seeking proposals from interested and qualified organizations to purchase a commercial-off-the-shelf (COTS) job cost accounting system (DPWAS) that will replace the PW-Job Cost Accounting System while maintaining an interface to the Auditor/Controller-Recorder and Fleet Management. A web-enabled system is preferred but a client-server application will be acceptable with Vendor migration plan to fully web system.

B. Minimum Proposer Requirements

All Proposers must:

1. Have a representative at the mandatory proposal conference as referenced in this Request for Proposal (RFP).
2. Have no record of unsatisfactory performance. Contractors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the Contractor, shall be presumed to be unable to meet this requirement.
3. Have at least three years experience providing this type of software implementation.
4. Provide at least three (3) references (**Attachment B**) where this type of software and services were implemented into a similar size organization as the County.
5. Meet other presentation and participation requirements listed in this RFP.

C. Questions

Questions regarding the contents of this RFP must be submitted in writing on or **before 5:00 p.m. (Local Time) on July 10, 2003** and directed to the individual listed below. All questions will be answered and copies of both the question and answer will be disseminated only to attendees of the pre-proposal conference. Any contact with a person other than the individual listed below may result in disqualification from the RFP process.

D. Mandatory Proposal Conference

A **mandatory** proposal conference will be held at the Department of Public Works, 825 E Third Street, San Bernardino, in the Hearing Room, **at 10:00 a.m. on July 17, 2003.** **Attendance at the conference is mandatory. No proposal will be accepted from any Proposer who fails to attend the proposal conference**

E. Correspondence

All correspondence, including proposals, is to be submitted to:

County of San Bernardino
Department of Public Works
ATTN: Tim Meyer (RFP No DPW-0302)
825 E. Thirds Street, Room 123
San Bernardino, CA 92415-0835
Fax# 909-387-8130 Email: tmeyer@dpw.sbcounty.gov

F. Proposal Submission Deadline

All proposals must be received at the address listed in Section I, Paragraph E no later than 2:00 p.m. (PST) on August 28, 2003. Facsimile or electronically transmitted proposals will *not* be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late proposals will not be considered.

G. Admonition to Vendors

As of the issuance of this RFP, Vendors are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the Vendor. All questions regarding this RFP can be presented in writing as indicated in Paragraph E.

II. PROPOSAL TIMELINE

- | | |
|---|---------------------------------------|
| 1. Release of RFP | June 24, 2003 |
| 2. Deadline for submission of questions | July 10, 2003 at 5:00 PM PST |
| 3. Mandatory Proposal Conference | July 17, 2003 at 10:00 AM PST |
| 4. Questions and Answers Posted to
County website
http://www.sbcounty.gov/rfp/rfplist.htm | August 8, 2003 |
| 5. Deadline for proposals | August 28, 2003 at 2:00 PM PST |
| 6. Tentative date for Award | September 30, 2003 |

III. PROPOSAL CONDITIONS

A. Contingencies

Funding for this program is contingent on State funding. This request for proposal (RFP) does not commit the County to award a Contract.

The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all Proposers, in writing, if the County rejects all proposals.

B. Acceptance or Rejection of Proposals

Proposals shall remain open, valid and subject to acceptance anytime within one hundred eighty (180) days after proposal opening and up to the end of the agreement period.

C. Modifications

The County reserves the right to issue addenda or amendments to this RFP.

D. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this proposal is the Proposer's responsibility to ensure that its proposal arrives on or before the specific time. All proposals and materials submitted become the property of the County.

E. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing this proposal are the Proposer's responsibility.

F. Negotiations

The County may require the potential Contractor(s) selected to participate in negotiations and to submit revisions to pricing, technical information and/or other items from their proposals as may result from these negotiations.

G. Level of Service

For any Contract awarded as a result of the RFP, the County makes no assurances regarding the minimum or maximum number of contracts awarded from this solicitation and the County cannot guarantee a minimum number of hours of service.

H. Disclosure of Criminal and Civil Proceedings

The County reserves the right to request the information described herein from the Vendor selected for contract award. Failure to provide the information may result in disqualification from the selection process and no award of contract to the Vendor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigation firm. The selected Vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected Vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners,

principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years,

has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil action filed in a court of competent jurisdiction, or any matters filed by an administrative regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Vendor will be asked to describe any such legal proceedings (and the status and conviction thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

I. Final Authority

The final authority to award Contract rests solely with the County of San Bernardino Board of Supervisors.

IV. PROGRAM REQUIREMENTS

A. Background

The Department of Public Works was established on March 14, 2000, resulting from the Board approving a restructuring of the County's organization. The new department includes divisions for Regional Parks, Transportation, and Solid Waste Systems in addition to the Flood Control District. The department's mission is to maintain County roads, administer special transportation projects, manage Surveyor functions, maintain regional parks, provide recreation activities for the public, provide administrative oversight for the operation and management of the County's solid waste system and maintain a very extensive system of flood control and water conservation facilities.

The Department of Public Works owns a job cost accounting system that is used to collect costs for labor, equipment and materials. This system is used by other County departments to track costs for jobs.

The system was developed for and runs on the County mainframe host computer to track labor, equipment and material costs associated with projects (jobs) for a variety of departments. Its design is somewhat generic giving it the flexibility to accommodate disparate accounting, tracking and reporting needs. However, due to the age of the system and the use of old technology, it lacks the flexibility to keep pace with today's needs. Additionally, the variety of data sources and reporting needs have grown to make this system's programs very complex. The current system is used to track over 300 cost centers, over 1,000 employees, as well as materials and equipment used in various Public Works projects throughout various departments. The system has lasted over three decades. During its life, it has been repeatedly modified, adapted, and enhanced to accommodate various mandated reporting needs of the diverse funding sources thereby making it even more difficult to maintain as time goes on.

B. Scope Of Work

1. Project Objective – The County's objective is to solicit proposals from vendors who can accomplish the best combination of price and performance of the following:

? Provide a Job Cost Accounting System (DPWAS) that meets the requirements identified in the RFP.

? Provide any software and interfacing efforts that are required for the system to operate in the County's existing infrastructure.

? Deliver, plan, install, implement and test the system.

? Provide data conversion services.

? Provide training and documentation on the use, operation and maintenance of

the proposed system.

? Provide maintenance and customer support for problems, new releases, upgrades and revisions.

? Provide project management for the duration of the contract [implementation, roll-out and training].

2. Project Overview – The successful Proposer will provide a system with capabilities in job cost accounting for the Department of Public Works.

Services will include the provision of any software, consultation, customization, data conversion, integration, installation, training, maintenance, and other services required to implement the system.

3. Background – The San Bernardino County Department of Public Works (DPW) uses a Job Cost Accounting System (DPWAS) that the County Information Services Department developed back in the 1960's. This is a batch system with a few online screens for updating some of the DB2 tables. There are approximately 1000 users of the system.

There are two systems that are used for the job cost accounting information. The first is the PP – Personnel System. This is a series of four files (i.e. Master file, Classification file, Rate and Range file, and the Department file). This system generates the Weekly Labor Report used by each employee in the DPW and other departments (Airports, Architecture and Engineering, Land Use Services, Real Estate Services) that use the Economic Development/Public Services Group Human Resources and/or Payroll services.

The Weekly Labor Report (Operations uses a Daily Worksheet or Daily Activity Report) along the Weekly Equipment Report and the Weekly Mileage Report are filled out manually by employees and routed to DPW-Payroll for review. The forms are then routed to data entry for input into the PW-DPWAS system. The Weekly Labor Report is done on a weekly basis. The week one and week two of the pay period is collected in a file and then picked up by the county's payroll system (EMACS).

The PW-DPWAS system tracks the labor, equipment and materials costs for the various jobs that are performed by DPW. The primary input source is the Weekly Labor Report. The PW-DPWAS system provides data files to other department systems. There is a weekly file sent to Fleet Management's FASTER system comprised of DPW job number information. There is the weekly labor data that is collected for two weeks and sent to the county's Payroll system (EMACS). The EMACS system provides a file on a bi-weekly basis via ftp that is used to create two host files for the PW-DPWAS. On a monthly basis, the County's financial system (FAS) sends a file of revenues and expenditures to PW-DPWAS. Fleet Management's FASTER system provides the PW-DPWAS system with a weekly file of equipment updates.

Fleet Management's FASTER system also provides a monthly file with garage distribution data for updating the Job Cost Ledger in PW-DPWAS

Current Problems

- Batch processing causes delays in updating the system and correcting input errors.
- There is no ad hoc reporting capability. If a request is made for information not on the normal reports, staff has to manually go through the Weekly Labor Reports.
- Changes and corrections to the system are time consuming due to obsolete system architecture. This also causes problems with technical support and staffing to maintain the system.
- System does not track breakdown of time on a daily basis. The source document has the data but it is not keyed into the system.
- Use of contract data entry services has added to the increase in keying errors.
- Reconciling the PW-DPWAS monthly Cost Center Ledger and Job Cost Ledger to the monthly FAS Ledger is very time consuming and due to the timing issues of when certain updates occurred within each system.
- Use of numerous sub-systems (i.e. the Human Resources area uses the PP System along with inputting data into an HR Access DB). There are about ten alternate sub-systems in use in the department.

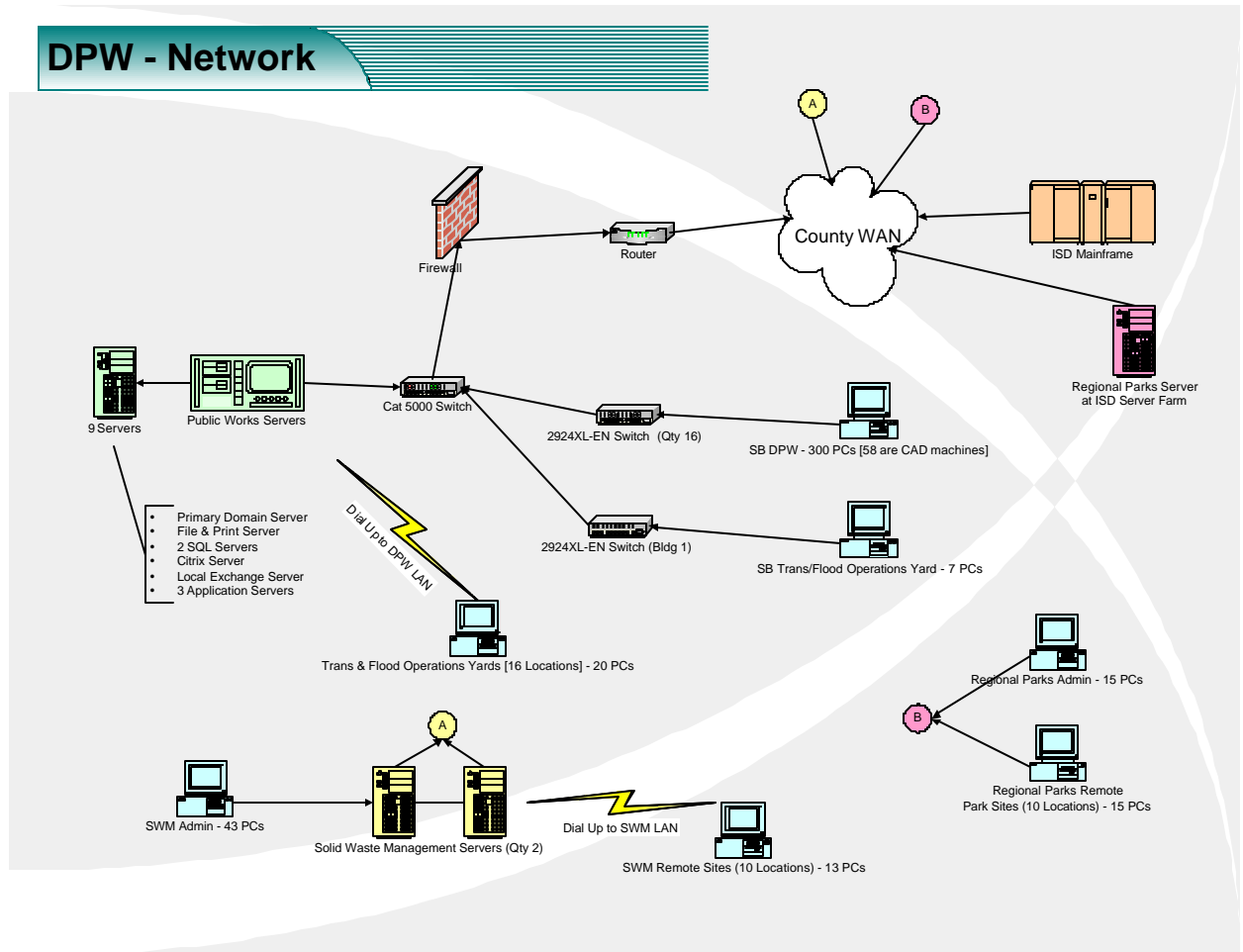
C. Existing Computing Environment

The County is currently using Microsoft Windows NT 4.0 as its operating system and network environment operating on an ETHERNET platform with T-1 connectivity to all locations, supplemented with Microsoft Office Suite 2000 and Exchange Server. Migration to Microsoft Windows 2000 server and desktop conversion is complete in DPW. Any proposed systems must support multi-platforms capable of operating within Windows NT and/or Windows 2000 environments.

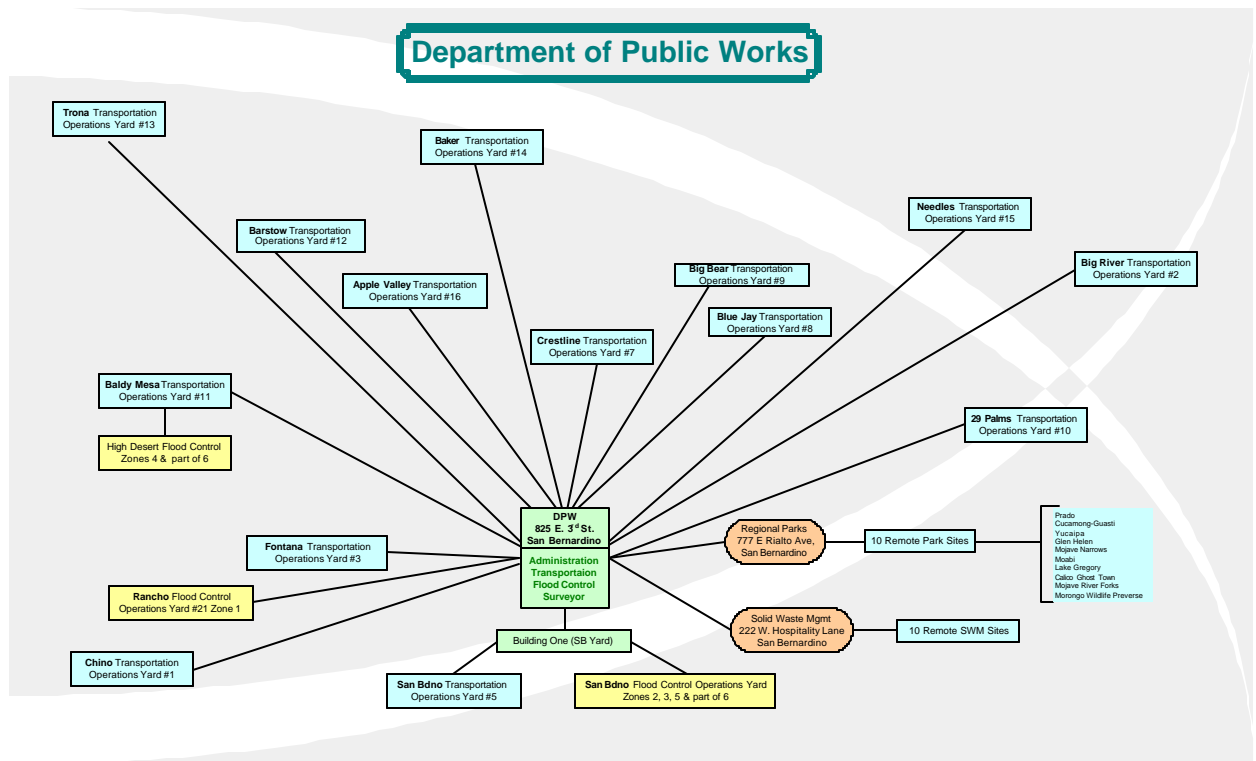
- The County Database standard is SQL Server 2000 and DB2 (Host) and any proposed systems should support that standard
- Proposed Systems must be in compliance with browser standard of Microsoft Internet Explorer

DPW currently uses an internally developed Mainframe System known as PW-DPWAS (PW Job Cost Accounting System) operating on an IBM 9672 R65 - running the OS/390 Operating System, release 260.

DPW has approximately 330 workstations and 9 servers in-house. The nine networked servers have various software applications running on them: Crossroads, Accela's (formally Sierra) Permits Plus, Pavement Management System (PMS), Office Automation (MS Office), specialty software (like CAD) and several Access Database applications. DPW Computer Services supports the PC's for the other County departments (i.e. Airports and Real Estate Services) in their main building. Computer Services also provides support for the Regional Parks main office and Solid Waste Management.



There are 20 PC's located in the sixteen field operations areas spread throughout the County. These PC's can dial up to the DPW LAN. The Transportation Operations staff uses the PC to record labor, equipment and mileage information on the Daily Work Schedule. On a weekly basis these Daily Work Schedules are downloaded to Radio dispatch in the main San Bernardino main DPW office and the data is put on the main OPS Access database on the server.



Solid Waste Management Division has a separate LAN from the main DPW office. Solid Waste Management has two servers and 43 PC's in their main Administrative office. SWMD has ten remote sites with 13 PC's that have access to the LAN. The remote sites are normally accessed at the end of the day via modem utilizing LapLink software to upload or download data only. Occasionally, the main office has a need to access the remote sites via modem utilizing the remote control feature of LapLink to rectify problems that sometimes occur. Other than that, the remote sites do not access the main office LAN. SWMD has two Information Technology staff to support the LAN and PC's at the main office and the remote sites.

Regional Parks has a server located and maintained at ISD. There are 15 PC's at their main Administrative office; and 15 PC's at the ten park locations. Some support for the PC's is performed by staff in the Regional Parks Administrative office with backup support from DPW Computer Services.

D. Other Criteria

1. Other Requirements:

- Only proposals from vendors of systems with current installations of similar size and complexity as the system required by this solicitation will be considered for award.
- Staff proposed to work on this project must have prior experience with a system similar to the one being proposed. Profiles of the staff to be

assigned to the project, references and illustrative examples of similar work performed which clearly demonstrates the experience shall be included in the response.

- Proposals must contain evidence of the Vendor's experience and ability in the specified area. The vendor must provide at least three references with current phone numbers of customers with current installations of similar size and complexity as the one proposed.
- Mandatory requirements relating to the system are indicated within this RFP by the term "must". Each proposal will be evaluated to determine the extent to which the proposal meets these requirements. Other requirements specified by the term "should" will also be considered. Use **Attachment E** to notate Vendor meets on the requirements list.
- It is the County's intent to satisfy most, if not all, of the "must" requirements. The inability of a Vendor to satisfy a "must" requirement does not automatically disqualify them from consideration however, depending on the item, it may seriously affect the overall rating of a Vendor's proposal.

E. System Requirements

1. General Requirements:

The proposed system must:

- Operate within the County's existing environment.
- Operate in an Ethernet LAN/WAN environment.
- Use existing PC's, LAN/WAN infrastructure, cabling and wiring, host systems, servers, printers, etc.
- Be accessible from PC workstations connected to the County's LAN/WAN.
- Support multiple users (Approximately 300) simultaneously, both locally and remotely.
- Provide an interface that is menu-driven, easy to use and supports a uniform Common User Access or a Graphical User Interface.
- Provide the ability to move between screens and or actions with a minimum of keystrokes or mouse clicks.
- Be table driven to the extent possible. Data validation and normalization to prevent redundancy and improve data integrity is paramount. Data that changes in one place must be reflected automatically on all screens and documents.
- Have user maintainable system tables, with the ability to add new entries or update and delete existing ones without programming.
- Provide the ability to limit access to data elements, screens or files by user, group and or workstation. Allow different levels of security on tables.
- Have built-in file and record locking capabilities and provide an audit trail for all system changes ordered by date and username.
- Have the ability to maintain up to three years of data online and provide the ability to obtain a system snap shot for any given time period, both past and present.
- Provide an easy to use feature to archive and retrieve historical data.

- Populate specific fields with default data automatically, e.g. date, time, etc.
- Provide print screen capabilities. Allow query views to be optionally printed as reports.
- Have ability to automatically perform system maintenance tasks such as after hour backup or user defined task scheduling.
- Be capable of operating in a “yard environment” (dirt, dust and temperature variations).
- Be scalable, to support future growth.
- Have open architecture, web-enabled client server technology with multi-tier security.
- Minimize the use of propriety hardware and software so the County may, at its discretion, replace and or substitute components.
- Provide management comparison capabilities for benchmark purposes.

The proposed system should:

- Have online context sensitive help capabilities.

2. Human Resources

The proposed system must:

- Have ability to create Employee Master File; maintain and update it.
- Have ability to track classification, position, department, and pay center for employee and see history.
- Have ability to track pay rate changes for current rate for each employee and keep history file.
- Track Work Performance Evaluations.
- Track additional pay expiration dates, e.g. SAC pay.
- Have ability to put employee into two or more positions; need to track loaned position number from and to.

The proposed system should:

- Provide capability to track incident report.

3. Payroll – Labor Tracking

The proposed system must:

- Track productive and non-productive labor by time reporting code.
- Capture and track labor by feature code (work description).
- Track real time labor by day and time also allow for comments.
- Set the tracking of labor in increments from 0.1 to 0.99 hours. Capability to change the set increments (i.e. from quarter hour to 0.19 hours).
- Have ability to pay employee for two job positions.
- Provide automatic calculation and application of appropriate overhead rates/charges. (By classification and/or pay center) Maintain separate Overhead Rate Table(s) for

each department or division and tie it to the Job Table. Need to have multiple tables (i.e. internal, external or no overhead rates). Maintain a history table.

- Create labor submittal data for electronic transfer to EMACS payroll.
- Provide ability to correct errors for labor from prior submission to EMACS. Have ability to make corrections after submission and attach to original record in the system.
- Have ability to customize timecards (e.g. individual or crew sheets).
- Provide convenient data entry screen capturing and calculating labor, equipment, overhead and material charges with distribution options to activity codes, projects, roads/mileposts, vehicles, repair orders, etc. Have appropriate edit controls for fields. Keep history data and use appropriate rates for time periods.
- Have multiple and flexible labor (wage rate, fringe rate and non-productive rate), equipment, overhead and materials rates.
- Have ability to import labor data from other system (e.g. MAINSTAR, Transportation Operations DB).
- Have ability for online adjustments.
- Compare system charges to amount paid by EMACS.
- Have employee time recorded online and check against system tables.
- Run jobs automatically but have capability to set run times if changes occur.
- Provide ability to transfer automatically for direct charges between departments (i.e. 1335 and 5060 reports).
- Maintain tables such as Fund and Cost Center Master (FCCM) so departments can remove their own job numbers; and keep track of last date entry changed and who changed the entry.
- Provide week ending day of Fridays only except week where June 30th occurs.
- Recognize different payroll cycles. Have ability to modify payroll cycles.
- Recognize if equipment number is Motor Pool or Heavy Equipment.
- Provide detailed report of what leave time and hours used by an employee in a specific span of time.
- Provide capability to get the cost and/or the number of hours a specific employee, job classification, feature code, or job number worked on a particular activity.
- Provide capability to record labor without job numbers for time constraints imposed by EMACS but allow for update of job number later for customer charging divisions.
- Provide field for Activity number for Surveyor use or allow use of Feature field; and tie to Activity number to the job number.
- Provide the ability to link the Activity number to an Activity classification (e.g. Revenue generating, Non-Revenue generating, Overhead).
- Provide field for work production unit count.
- Track various types of time reporting codes used (i.e. Occupational injuries, military leave. Voluntary time off (VTO), returning retiree hours); and including updates to changes in time types.
- Have ability to pay and track by record number (record 0 = 1st position; record 1 = 2nd position).
- Provide capability to perform equity adjustments/pay raises.

The proposed system should:

- Have ability to track actual labor expended against industry standards and/or internally developed standards.
- Have ability to track labor, equipment, and material costs against job budget.

4. Budget and Planning

The proposed system must:

- Have ability to create job numbers.
- Have ability to link activity classification to activity number and job number.
- Have ability to add Disaster number (DSR or PW) to job number, and convert past non-emergency job number to an emergency job number.
- Have ability to provide trend analysis for costs and revenue.
- Have ability to provide cost analysis for budget forecasting.
- Track a project's budget amount, commitment amount, change orders, payments, and retention by multiple contracts, Purchase Orders (PO's), Memorandum of Understandings (MOU's), etc.
- Track contracts, PO's, MOU's, etc. by multiple projects.
- Track capital assets by multiple projects.
- Have ability to review staffing before budget is completed.
- Track budget, commitments, and expenditures related to budget.

The proposed system should:

- Provide interface to budget forms (BUD PREP) online.
- Support prioritization of projects (I.e. Transportation, Flood Control, etc) using the Roadbook, Pavement Condition Index, Public Contact and Yard data to prepare Future Projects List and Prioritized Project List.
- Provide ability to determine funding for projects and maintenance (I.e. Transportation, Flood Control, etc). Prepare 5yr Revenue Estimates by Funding Sources, Projected Funding Distribution and 5yr Funding Estimates by Community.
- Provide capability to create 5 Year Plan (I.e. Transportation, Flood Control, etc). Prepare Prioritized Project List Sorted by Community, 5 Year Plan Project List, and Next FY Project List with Estimated Costs.
- Prepare budget for Transportation, Flood Control, etc. Take Carry-Over Projects and New Projects and create Budget and WO Distribution.
- Have ability to perform billing for project reimbursement tracking, federal projects, RTIP, and Agreements.
- Track actual costs via Job Cost Ledger and the on line actual cost data.
- Generate reports for Transportation Planning & Budgeting; Flood Control Planning & Budgeting.

5. Job, Activity, Project Tracking

The proposed system must:

- Have ability to generate online activities, job numbers, and projects.
- Have ability to export work order information to yard operation DB and OPS Admin DB.
- Provide for system assigned Job number with override capabilities.
- Have ability to assign an online Project Worksheet (DSR) number to one or more job numbers and trace it to the state issued DSR#.
- Have ability to insert notes relative to services performed, customer comments, complaints, and future recommended services.
- Have ability to bill customers/vendors/contractors based on user defined criteria.
- Have ability to access the RoadBook or Flood Control System Index when assigning Job numbers. Also have the ability to assign multiple roads or systems to a job number.
- Have ability to view in real time and online all work in progress and work completed using user defined criteria.
- Have ability to track labor, equipment, materials and other costs by job code number, road number, account number, activity number or activity classification.
- Have ability to track labor, equipment, materials and other costs by applicant or payer.
- Have ability to track account number, activity number or job number by applicant or payer.
- Provide an expanded size for the job number field. Accommodate different formats and allow override capability.
- Create a separate job number table(s) but keep the tie to the Fund and Cost Center Master table. Allow departments or division to access and update their job numbers.
- Have ability to view all jobs (activities, projects, etc.) regardless of department/division with edits ability for own job numbers.
- Track multiple projects on a contract, and multiple contracts on a project.
- Have ability to tie job number to budget line item.
- Provide capability to have different funding string for job number format; not tie to Fund and Cost Center Master as static default.

The proposed system should:

- Provide method to continually override system assigned job number so do not have to override each and every time entering multiple, unique job numbers.

6. Billing

The proposed system must:

- Support a user defined billing period (i.e. week-end, fiscal-year-end, monthly, job completion, on demand).
- Have ability to cross over fiscal years (i.e. 05/01/2002 through 08/01/2002).
- Produce customer invoice breaking out charges (particularly for federal breakouts).

- Support flat rate billing and/or time and material billing (i.e. Surveyor has actual costs and average costs).
- Have ability to change billing rates; both globally and by user defined criteria.
- Produce a monthly summary of all customer invoices sorted by department, cost center, or user defined criteria for billing information tied back to individual equipment unit (journal voucher).
- Bill the same work order/job number to more than one vendor.
- Track contract (and amendments) amounts paid and amount left on balance.
- Create vendor table and invoice log.
- Have ability to accept invoice input from access Operations Material DB.
- Maintain applicant table.
- Maintain payer table.

7. Accounting

The proposed system must:

- Have ability to update Cost Center Ledger or Job Cost Ledger online.
- Have ability to import invoice and vendor bid award data from Operations Material DB.
- Provide capability to query all data fields in the system and save the query definitions/criteria so that same query can be used again and again.
- Have ability to close accounting period prior to running month end reports for Job Cost Ledger and Cost Center Ledger.
- Provide data to the Auditor Controller in compliance with County accounting policies and procedures as well as applicable governmental accounting principles.
- Maintain the same job cost feature codes and pay centers; or if changed provide conversion table.
- Allow charges to be applied or reversed (not deleted) after job number flagged completed.
- Track deposits, payments and other credits by department and/or division/functional area, applicant or payer and by job number or account number, and/or by activity number.

Accounts Payable:

- Track Purchase Order/Contracts, encumbrances and unencumbered contracts, and provide ability to see with detailed budget/project distribution.
- Have Purchase Order/Contracts control reflecting expenditures to date and remaining balances.
- Provide on demand creation of claim (Request for Transfer) forms to Auditor's FAS system. Provide offline capability too.
- Provide on screen review of vendor outstanding invoices and bid awards, prior paid invoices, and payable balances. Provide alert when vendor close to the maximum allowable amount (currently \$25,000 per work scope). Provide capability to set maximum allowable amount.

- Accept/Assign separate voucher numbers by organization (Transportation, Flood Control, Solid Waste, etc.).
- Automatically generate payments and create output file for interface with FAS.
- Generate vouchers in each organization's accounts payable section for assembly of payment vouchers with invoices and other required backup.
- Create an interface file that contains payments that are sent directly to Auditor Controller's office and a separate interface file for vouchers that need to go to Purchasing first then to the Auditor Controller's Office.
- Profile interface files able to be updated for payments that are disallowed by either Purchasing or Auditor Controller.
- Validate job number against Fund and Cost Center Master table (FCCM) when entering accounts payable information.
- Have capability when job number is entered, accounting codes should enter in automatically from FCCM table. For instance, when road, channels, etc. numbers are entered into job cost tickets, these numbers will automatically roll up into the payment voucher based on what fund and cost center is on the FCCM table and the object code. Note: Some cost center numbers can change depending on which feature number (e.g., using a feature number for disaster such as 41, 42, 43, 44 will force job numbers into CC49) is used.
- Have a prompt to fill in Cost Center field on the job cost ticket if there is a generic GRC (General Reporting Code).
- Have ability to generate FAS payment voucher; need to automatically generate a transfer.
- Create a daily interface file to FAS that will return an acceptance or rejection after processing. Allow online access to returned data and capability to print the information. If accepted, create interface from FAS back to DPWAS cost center. Want to be able to access online the next day on either FAS or DPWAS for the previous days data.
- Have ability to include prior year in the cost center to perform management reports.
- Provide ability to view Garage Distribution details (such as what services or products was provided, who requested them, and breakdown of labor, material, etc) from the Fleet Management's FASTER system online and verify that it balances to FAS transfer before submitting.
- Provide ability for all clearing accounts to be maintained for Labor, Motor Pool, Equipment, and Garage for the variances to be analyzed as part of schedule 7 for the Annual Road Report.

Accounts Receivable:

- Have cash receipting data entry programs with daily and monthly deposit revenue reports. Provide interface with the County Financial Accounting System (FAS).
- Automatically create fund transfer forms for cost applied reimbursable projects and A/R invoices for reimbursable activities performed for outside parties. Automatically generate TD & FC numbers for Accounting Receivable invoices.
- Have ability to track DSR reimbursements from letter to receipt of check.
- Comply with GASB 33 revenue recognition.

- Allow Cash Receipts Journal to be input online. This should roll up into the FAS Bank Deposit Acknowledgement (D-distributions) and Deposit Distribution or the FAS Auditor's Deposit Permit – Treasurer's Receipt (A-distribution).
- Provide for A-distributions to interface with Treasurer, reviewed and signed by Treasurer and then interfaced to Auditor Controller for review and signature. D-distributions should interface with Treasurer after deposit is taken to bank. It is then reviewed and signed by Treasurer and then interfaced to Auditor for review and signature.
- Validate job number when FAS transfer is created and reject if invalid job number is used or have override capability. Automatic transfer system for Surveyor, Solid Waste, etc. for billing other entities (e.g. DPW-Transportation, DPW-Flood Control, etc.). Automatically interface to DPWAS and update the job numbers charged.

The proposed system should:

- Replace Solomon IV Accounts Receivable software module and/or Paradigm's CompuWeight/WeightStation Accounts Receivable software module.

8. Inventory Management

The proposed system must:

- Track stockpile inventory and provide report. Provide online input of monthly stockpile; and allow for remote input in future. Automatically create FAS transfer that reimburses the fund SVL.
- Track assets, value of asset, and depreciation; roll up to Auditor Controller asset.

9. Management Reports

The proposed system must:

- Provide monthly Cost Center Ledger report in its current format.
- Provide monthly Job Cost Ledger report in its current format with separate columns for Labor, Equipment, Depreciation, Materials, Contracts, and Right of Way.
- Provide monthly Budget Expenditure and Revenue Report.
- Provide annual Road Report to State Controller in compliance with the guidelines in the State Accounting Manual. Provide capability to change report format as State modifications are made. Allow capability to make adjustments to the report. Only selected funds are utilized. Transit funds and some miscellaneous funds (e.g. SVE, SWP) are not included on the report.
- Provide ad hoc capability for any staff to query the database, print a report, save the report format and enable scheduled running of reports automatically on routine basis.
- Provide monthly Routine Maintenance report; add year-end summary to report.
- Produce Weekly Employee Index.
- Produce Step Due List.
- Generate bi-weekly reimbursement charges for employee from your cost center performing work for another cost center (5060 report) and debit charges for other cost center employee working for your cost center (1335 report) reports.
- Produce Address Roster.

- Provide budget reports for Solid Waste Management Support Services.
- Provide all cost report and Benchmark report formats in yard Operations DB.

The proposed system should:

- Generate reports of Planning and Budget information for Supervisors, Management, SANBAG, and public inquiries.
- Provide selected reports to be posted to county web site with automatic updates.

10. Records Management

The proposed system must:

- Maintain database information online for current year plus two years back. Keep older data on offline storage but have capability of requesting and accessing data online.
- Purge data from online system to archival quality medium and maintain indefinitely.

11. System Security

The proposed system must:

- Provide a strong and flexible system password protection for the system.
- Allow system administrator to establish and modify as needed passwords and privileges for specific functions, files, data elements via table driven updates.
- Restrict access based on user profile.
- Allow passwords to be changed periodically.

The proposed system should:

- Maintain logs of failed logon attempts.

12. Maintenance and Support

The proposed system must:

- Provide software maintenance support to cover regular updates, new releases, technical consultation and dial-up phone support commencing after the warranty period. Prefer online support.
- Have a support help-desk available to County personnel aimed at real time problem resolution. Coverage needs to match the Departments' hours of operation (6:00am – 10:30pm M-F, Pacific Time). Explain process for problem resolution.
- Provide software source code including all pertinent documentation used for the development, modification, or customization of systems and placed in an escrow account in the event the Vendor is not longer able to provide support. The software in escrow to be the latest release.

The proposed system should:

- Provide a three-year minimum warranty period for all proposed software with an annual renewal thereafter.

13. Interfaces

The proposed system must:

- Allow interface with County financial system (FAS) for backend fiscal posting and reporting.
- Allow interface with County EMACS (payroll) system.
- Interface with scale weighing and charging system (Paradigm's CompuWeight and WeightStation software). Currently interfaces with Solomon software package.
- Interface with Fleet Management FASTER system.
- Provide download capabilities (via FTP or Shadow Direct) to Access and Excel.
- Interface with RoadBook in Crossroads OTS system.
- Interface with future MAINSTAR application in DPW Flood Control Operations.
- Interface with County Treasurer's (TZ) system.
- Interface with Accela's Permits Plus system.
- Interface with e2020 system.

The proposed system should:

- Interface with County Budget Preparation system.

14. Data Conversion

The proposed system must:

- Propose a plan for successful conversion and validation of data into the new record format. County IS will perform the mapping.
- Target 100% accuracy for data conversion and new system population.
- Describe data conversion approach, including data integrity validation, responsible person and their experience with data conversion.

15. Hardware/Software

The proposed system must:

- Propose a completely configured system including file servers, workstations, printers, and bar code equipment. The County reserves the right to and most likely will provide any and all hardware specified in the proposal. Hardware preference is HP/Compaq.
- Support multi-platforms capable of operating with Windows NT, Windows 2000 and/or Windows XP environments.
- Support the County database standard of SQL Server 2000 and DB2 (host).
- Be in compliance with browser standard of Microsoft Internet Explorer.

The proposed system should:

- Provide a recommendation for use of various data collection devices (Bar Code, Hand Held devices, hard wired vs. infrared, etc.).

16. Installation and Training

The proposed system must:

- Be entirely installed and operational. Provide detailed information relative to application configuration, installation, testing, rollout and final system acceptance.
- Provide complete user-friendly training, training materials and documentation (User Guides and online help) for all purchased hardware/software.
- Include system documentation for each person being trained. Training to include software, installation, administration, security, communications, and database and storage (Permission to reproduce training materials in support of future training is also required).
- Provide in paper and electronic format, system documentation such as user manuals and reference manuals that will assist County programmers in building future system interfaces.

The proposed system should:

- Provide a description and method for the proposed training. Identify any limits relative to the number of persons per training session.
- Describe the differences between the various degrees of training based upon the individuals to be trained.

17. Project Management

The Proposer must:

- Describe approach and provide preliminary plan for proposed system implementation.
- Provide a brief resume for each team member showing education and prior experience.
- Allow County to interview and approve the Vendor Project Manager assigned.
- Provide a list of contacts with up to date phone numbers where the vendor has implemented a similar and comparable system.
- Provide written monthly reports to the County's Project Manager during the duration of the project.
- Meet all requirements of County RFP process.

F. County Supplied Items and Assistance

- Proposers shall clearly list any resources expected to be provided by the County.
- The County will provide an office with a telephone, access to a fax machine, networked PC, parking and personnel to assist during installation, testing and training.
- Proposer's proposal may identify additional requirements for County support that will be necessary to implement the Proposer's Proposal.
- The County reserves the right to accept or reject any and all requests made for County supplied Items and Assistance.

V. CONTRACT REQUIREMENTS

A. General

1. Representation of the County

In the performance of the Contract, Contractor its agents and employees shall act in an independent capacity and not as officers, employees or agents of County of San Bernardino.

2. Contractor Primary Contact

The Contractor will designate an individual to serve as the primary point of contact for the Contract. Contractor shall notify the County when the primary contact will be unavailable/out of the office for one (1) or more workdays.

Contractor or designee must respond to County inquiries within two (2) County business days.

3. Change of Address

Contractor shall notify the County in writing of any change in mailing address within ten (10) days of the address change.

4. Contract Assignability

Without the prior written consent of the County, the Contract is not assignable by Contractor either in whole or in part.

5. Subcontracting

Contractor agrees not to enter into any subcontracting agreements for work contemplated under the Contract without first obtaining written approval from the County. Any subcontractor shall be subject to the same provisions as Contractor. Contractor shall be fully responsible for the performance of any subcontractor.

6. Contract Amendments

Any alterations, variations, modifications or waivers of provisions of the Contract shall be valid only when they have been reduced to writing, duly signed and attached to the original of the Contract and approved by the required persons and organizations.

7. Termination for Convenience

The County for its convenience may terminate in whole or in part upon thirty (30) calendar day's written notice of this agreement. If such termination is effected, an equitable adjustment in the price provided for in this agreement shall be made. Such adjustment shall provide for payment to the Contractor for services rendered and expenses incurred prior to the effective date of termination. Upon receipt of termination Contractor shall promptly discontinue services unless the notice directs otherwise. Contractor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs, and reports.

8. Attorney Fees and Costs

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorneys' fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorneys' fees directly arising from a third-party legal action against a party hereto and payable under part B-1 INDEMNIFICATION.

9. Conflict of Interest

Contractor shall make all reasonable efforts to ensure that no County officer or employee, whose position in the County enables him/her to influence any award of this contract or any competing offer, shall have any direct or indirect financial interest resulting from the award of this contract or shall have any relationship to the Contractor or officer or employee of the Contractor.

10. Venue

The venue of any action or claim brought by any party to this Agreement will be the Central District Court of San Bernardino County. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this Agreement is brought by any third-part, the parties hereto agree to use their best efforts to obtain a change of venue to the Central District Court of San Bernardino County.

11. Jury Trial Waiver

Contractor and County hereby waive their respective rights by jury for any cause of action, claim, counterclaim, or cross-complaint in any action, proceeding, and/or hearing brought by either Vendor against County or County against Vendor on any matter arising out of, or in any way connected with this agreement, the relationship of Vendor and County, or any claim of injury or damage, or the enforcement of any remedy under any law, statute, or regulation, emergency or otherwise, now or hereinafter in effect.

12. Invoices

Contractor will provide invoices once a month and within ten days of the 1st of the month.

13. Notification Regarding Performance

In the event of a problem or potential problem that could impact the quality or quantity of work, services, or level of performance under this Contract, the Contractor shall notify the County within one (1) working day, in writing and by telephone.

14. Improper Consideration

Vendor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding this Agreement.

The County, by written notice, may immediately terminate any Agreement if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once an Agreement has been awarded.

Vendor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Vendor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

15. Inaccuracies or Misrepresentations

If in the administration of an Agreement, the County determines that Vendor has made a material misstatement, misrepresentation, or omission that materially inaccurate information has been provided to the County during the RFP process; the Agreement may be immediately terminated.

In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

16. Employment of Former County Officials

Vendor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent Vendor. The information provided includes a list of former county administrative officials who terminated county employment within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of vendor. For purposes of this provision, "county administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

17. Recycling

Contractor shall use recycled and recyclable products whenever practicable in fulfilling the terms of the Contract. Recycled printed products shall include a symbol identifying the recycled material.

18. Legality and Severability

The parties' actions under the Contract shall comply with all applicable laws, rules, regulations, court orders and governmental agency orders. If a provision of the Contract is terminated or held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall remain in full effect.

19. Taxes

County is exempt from Federal excise taxes and no payment shall be made for any personal property taxes levied on Vendor or on any taxes levied on employee wages. The County shall only pay for any State or local sales or use taxes on the services rendered or equipment and/or parts supplied to the County pursuant to the Contract.

20. Ownership of Documents

All documents, data, products, graphics, computer programs and reports prepared by the Vendor pursuant to this Agreement shall be considered property of the County upon payment for product/services. All such items shall be delivered to the County at the completion of work under this Agreement, subject to the requirements of Section V, A, 12 (Termination for Convenience). Unless otherwise directed by the County, Vendor may retain copies of such items.

21. Release of Information

No news releases, advertisements, public announcements or photographs arising out of this Agreement or Vendor's relationship with County may be made or used without prior written approval of the County.

B. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages and/or liability arising from Contractor's acts, errors or omissions and for any costs or expenses incurred by the County on account of any claim therefore, except where such indemnification is prohibited by law.

2. Insurance

Without in any way affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the Contract the following types of insurance with limits as shown:

- a) Workers' Compensation - A program of Workers' Compensation insurance or a State-approved Self-Insurance Program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits, covering all persons providing services on behalf of the Contractor and all risks to such persons under this Agreement.

If a Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Worker's Compensation coverage will be waived by the County's Risk Manager.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Worker's Compensation insurance. If the County's Risk Manager determines that there is no reasonably priced coverage for volunteers, evidence of participation in a volunteer insurance program may be substituted.

- b) Comprehensive General and Automobile Liability Insurance - This coverage to include contractual coverage and automobile liability coverage for owned, hired and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars (\$1,000,000).
- c) Errors and Omission Liability Insurance – Combined single limits of \$1,000,000 for bodily injury and property damage and \$3,000,000 in the aggregate or
- d) Professional Liability – Professional liability insurance with limits of at least \$1,000,000 per claim or occurrence.

3. Additional Named Insured

All policies except for the Workers' Compensation, Errors and Omissions and Professional Liability policies shall contain additional endorsements naming the County and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

4. Waiver of Subrogation Rights

Except for the Errors and Omissions, Liability and Professional Liability, Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors.

5. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

6. Proof of Coverage

Contractor shall immediately furnish certificates of insurance to the County Department administering the Contract evidencing the insurance coverage, including endorsements, above required prior to the commencement of performance of services hereunder. The certificates shall provide that such insurance shall not be terminated or expire without thirty- (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

7. Insurance Review

The above insurance requirements are subject to periodic review by the County. The County's Risk Manager is authorized but not required to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced or is not needed to protect the interests of the County. In addition, if the Risk Manager determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits provided that any such change is reasonable in light of past claims against the County, inflation or any other item reasonably related to the County's risk.

Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

C. Right to Monitor and Audit

1. Right to Monitor

County or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Auditor General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes and other pertinent items as requested and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Agreement. Full cooperation shall be given by Contractor in any auditing or monitoring conducted.

Contractor shall cooperate with County in the implementation, monitoring and evaluation of this agreement and comply with any and all reporting requirements established by County.

2. Availability of Records

All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by County, Federal and State representatives for a period of three years after final payment under the Contract or until all pending County, State and Federal audits are completed, whichever is later.

VI. CONTRACT COMPLIANCE/EQUAL OPPORTUNITY

The Vendor agrees to comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practice Act, Equal Employment Opportunity, San Bernardino County Emerging Small Business Enterprise program, and other applicable Federal, State, and County laws, regulations, and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted.

VII. FORMER COUNTY OFFICIALS

Provide information on former County of San Bernardino administrative officials who are employed by or represent your business. The information provided must include a list of former County administrative officials who terminated County employment within the last five years and who are now officers, principals, partners, associates or members of the business. Must also include the employment and/or representative capacity and the dates these individuals began employment with or representation of your business. For purposes of this section, "County administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, County department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

Failure to provide this information may result in the response to the request for proposal being deemed non-responsive

VIII. PROPOSAL SUBMISSION

A. General

1. All interested and qualified Proposers are invited to submit a proposal for consideration.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis must be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
4. **Proposals must be received no later than the date and time at the designated location as specified in Section I., Paragraph F - Proposal Submission Deadline.**
5. All proposals and materials submitted become the property of the County.

B. Proposal Presentation

1. One bound original and six (6) unbound copies (total of seven) of the written proposal are required. The original copy must be clearly marked "Master Copy". If one copy of the proposal is not clearly marked "Master Copy", the proposal may be rejected. However, the County may at its sole option select, immediately after proposal opening, one copy to be used as the Master Copy. If discrepancies are found between two or more copies of the proposal, the proposal may be rejected. However, if not rejected, the Master Copy will provide the basis for resolving such discrepancies.
2. The package containing the original and copies must be sealed and marked with the Proposer's name and "CONFIDENTIAL – Job Cost Accounting System, RFP No: DPW-0302.
3. All proposals must be submitted on 8 1/2" by 11" recycled paper with double sided printing, unless specifically shown to be impracticable, with no less than 1/2" top, bottom, left and right margins. Proposals must be typed or prepared with word processing equipment and double-spaced. Typeface must be no more than 12 characters per inch. Each page, including attachments and exhibits, must be clearly and consecutively numbered at the bottom center of the page.
4. The County has adopted a recycled product purchasing standards policy, which requires Proposers to use recycled paper for proposals and for any printed or photocopied material created as a result of a Contract with the County. The policy also requires Proposers to use both sides of paper sheets for reports submitted to the County whenever practical.

C. Proposal Format

Response to this Request for Proposal must be in the form of a proposal package, which must be submitted, in the following sequence and format:

1. Cover Page – **Attachment A** is to be used as the cover page for the proposal. This form must be fully completed and signed by an authorized officer of the Vendor.
2. References – **Attachment B** include all relevant references in this attachment.
3. Exceptions - Complete Exceptions to RFP form (**Attachment D**) in which Vendor lists any exceptions to or deviations from the requirements of the RFP. Vendor must fully and clearly state and explain the basis for the exception. If there are not exceptions, a statement to that effect must be made. If the exceptions taken are contrary to County policy, at the sole discretion of County, the proposal may be rejected. Vendor's failing to note exceptions in their proposals will waive their rights to assert these exceptions during negotiations. Failure to abide by this rule is cause for termination of negotiations. Vendors are obligated to review and fully understand the General Agreement Terms as condition of proposing.
4. Table of Contents - A complete table of contents for the entire proposal with respective page numbers opposite each topic is to be included.
5. Statement of Certification – Please complete, sign and date **Attachment C**.
6. Proposal Description - A detailed description of the proposal being made.
 - a) Proposal must address but is not limited to all items in Section IV, E System Requirements.
 - b) Proposal must include the following:
 - 1) Brief synopsis of the Proposer's understanding of the County's needs and how the Proposer plans to meet these needs. This must provide a broad understanding of the Proposer's entire proposal.
 - 2) Narrative description of the proposed plan to achieve the program objective and requirements.
 - 3) Detailed plan of activities, including installation and implementation timelines.
 - 4) Explanation on how the Proposer will meet any program considerations as required.
 - 5) Milestones, special events, and field trips.
 - 6) Explanation of any assumptions and/or constraints.
 - 7) Program budget

7. Vendor must provide the Company's Annual Report for the last two years **OR** independently audited financial statements for the most recent completed fiscal year. If audited financial statements are not available, please provide unaudited financial statements along with a certification from the owner(s) and the Company's accountant that the information accurately reflects the company's current financial status. If the business is a sole proprietorship, please provide Schedule C of the Internal Revenue Service forms as well as a certification from the owner and the accountant that the information accurately reflects the business' current financial status.
8. Subcontractor Information - If a Proposer plans to subcontract any portion of the service delivery described in the RFP, include a written justification for subcontracting. Attach a statement from each subcontractor signed by a duly authorized officer, employee or agent of the organization/firm that includes the name and address of the organization/firm, type of work to be performed and percentage of the total work of the proposal. Statement must also include that the subcontractor will perform all work as indicated and will comply with all items as indicated in this proposal.
9. Insurance - Submit evidence of ability to insurance in the amounts and coverages stated in Section V, Paragraph B - Indemnification and Insurance Requirements.
10. Budget Summary – It is anticipated that any Contract(s) awarded will be fee for service contract. **Submit Budget Summary for cost analysis purposes.**

IX. PROPOSAL EVALUATION AND SELECTION

A. Evaluation Process

All proposals will be subject to a standard review process developed by County. A primary consideration shall be the effectiveness of the agency or organization in the delivery of comparable or related services based on demonstrated performance.

B. Evaluation Criteria

1. **Initial Review** - All proposals will be initially evaluated to determine if they meet the following minimum requirements:

- a) The proposal must be complete, in the required format and in compliance with all the requirements of this RFP.
- b) Prospective contractors must meet the requirements as stated in the Minimum Proposer Requirements as outlined in Section I, Paragraph B.

Failure to meet all of these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation if the irregularity, defect or variation is considered by the County to be immaterial or inconsequential. In such cases the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation. The County may elect to waive the deficiency and accept the proposal.

4. **Evaluation** - Proposals meeting the above requirements will be evaluated on the basis of the following criteria:

- a. System functionality (a demonstration of the proposed System may be required in addition to the written documentation)
- b. System expandability
- c. Experience
- d. Overall value, including cost

Selection will be based on determination of which proposal will best meet the needs of the County and the requirements of this RFP.

C. Contract Award

Contract(s) will be awarded based on a competitive selection of proposals received.

The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

D. Disputes Relating to Proposal Process and Award

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing within ten (10) working days to Director of Public Works.

Grounds for an appeal are that the County failed to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.; or violation of State or Federal law. Appeals will not be accepted on any other grounds. The County will consider only those specific issues addressed in the written appeal.

The Director of Public Works shall consider any matter appealed during a scheduled hearing, within thirty (30) days of receipt. The decision of the Director of Public Works shall be final with respect to matters of fact.

All disputes and/or appeals must be submitted to:

Ken Miller
Director of Department of Public Works
County of San Bernardino
825 E Third Street
San Bernardino, CA 92415-0835

E. Final Approval

Any Contract resulting from this RFP will be awarded by final approval of the San Bernardino County Board of Supervisors.

Attachment A– Cover Sheet

PROPOSAL FOR JOB COST ACCOUNTING SYSTEM

VENDOR'S NAME (*name of firm, entity or organization*):

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

NAME AND TITLE OF VENDOR'S CONTACT PERSON:

MAILING ADDRESS:

Street Address: _____

City, State, Zip: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

VENDOR'S ORGANIZATIONAL STRUCTURE

___ Corporation ___ Partnership ___ Proprietorship ___ Joint Venture

___ Other (explain): _____

If Corporation, Date Incorporate: _____ State Incorporated: _____

States Registered in as foreign corporation:

VENDORS SERVICES OR BUSINESS ACTIVITES OTHER THAN WHAT THIS RFP REQUESTS:

VENDOR'S AUTHORIZED SIGNATURE:

The undersigned hereby certifies that this proposal is submitted in response to this solicitation.

SIGNED: _____

DATE: _____

Attachment B – References

Name of Agency	Contact Name	Phone Number	Dates services provided (from/thru)

ATTACHMENT C – STATEMENT OF CERTIFICATION

The following statements are incorporated as part of our proposal

	Statement	Agree (initial)	Agree with qualification (initial and attach explanation)
1.	The offer made in this proposal is firm and binding for 180 days from the date the proposal is opened and recorded.		
2.	All aspects of this proposal, including cost, have been determined independently and without consultation with any other prospective Vendor or competitor for the purpose of restricting competition.		
3.	All declarations in the proposal and attachments are true and this shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy by law.		
4.	All aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.		
5.	The County will be provided with any other information the County determines is necessary for an accurate determination of our ability to provide the equipment and provide the services being proposed.		
6.	If selected, we will comply with all applicable rules, laws, and regulations.		

SIGNED: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

Attachment D – Exceptions to RFP

CONTRACTOR NAME _____

ADDRESS _____

Telephone# () _____ Fax # ()

- ☐ I have reviewed the RFP and General Agreement Terms in their entirety and have the following exceptions: (Please identify and list your exceptions by indicating RFP, the Section or Paragraph number, and Page number, as applicable. Be specific about your objections to content, language, or omissions. Add as many pages as required)

Name of Authorized Representative _____

Signature of Authorized Representative _____ Date _____

Attachment E

SYSTEM and FUNCTIONAL REQUIREMENTS		DPW	Vendor
No.	Requirement	Rating	Meets
1	General		
1.1	Operate within the County's existing environment	Must have	
1.2	Operate in an Ethernet LAN/WAN environment	Must have	
1.3	Use existing PC's, LAN/WAN infrastructure, cabling and wiring, host systems, servers, printers, etc.	Must have	
1.4	Be accessible from PC workstations connected to the County's LAN/WAN	Must have	
1.5	Support multiple users (APPROX 300) simultaneously, both locally and remotely	Must have	
1.6	Provide an interface that is menu-driven, easy to use and supports a uniform Common User Access or a Graphical User Interface	Must have	
1.7	Provide the ability to move between screens and or actions with a minimum of key strokes or mouse clicks	Must have	
1.8	Be table driven to the extent possible. Data validation and normalization to prevent redundancy and improve data integrity is paramount. Data that changes in one place must be reflected automatically on all screens and documents.	Must have	
1.9	Must have user maintainable system tables, with the ability to add new entries or update and delete existing ones without programming	Must have	
1.10	Provide the ability to limit access to data elements, screens or files by user, group and or workstation. Allow different levels of security on tables.	Must have	
1.11	Have built-in file and record locking capabilities and provide an audit trail for all system changes ordered by date and username	Must have	
1.12	Have the ability to maintain up to three years of data on-line and provide the ability to obtain a system snap shot for any given time period, both past and present	Must have	
1.13	Provide an easy to use feature to archive and retrieve historical data	Must have	
1.14	System must populate specific fields with default data automatically, e.g. date, time, etc	Must have	
1.15	Provide print screen capabilities. Allow query views to be optionally printed as reports.	Must have	
1.16	Have ability to automatically perform system maintenance tasks such as after hour back up or user defined task scheduling	Must have	
1.17	Be capable of operating in a "yard environment" (dirt, dust and temperature variations)	Must have	
1.18	Be scalable, to support future growth	Must have	
1.19	Have open architecture, web-enabled client server technology with multi-tier security	Must have	
1.20	Minimize the use of propriety hardware and software so the County may, at its discretion, replace and or substitute components	Must have	
1.21	Provide management comparison capabilities for benchmark purposes.	Must have	

1.22	Have on-line context sensitive help capabilities	Should have	
2	Human Resources		
2.1	Have ability to create Employee Master File; maintain and update it. (See current list of data elements in Appendix A)	Must have	
2.2	Have ability to track classification, position, department, and pay center for employee and see history.	Must have	
2.3	Have ability to track pay rate changes for current rate for each employee and keep history file.	Must have	
2.4	Track Work Performance Evaluations	Must have	
2.5	Track additional pay expiration dates, e.g. SAC pay.	Must have	
2.6	Have ability to put employee into two or more positions; need to track loaned position number from and to.	Must have	
2.7	Provide capability to track incident reports	Should have	
3	Payroll - Labor Tracking		
3.1	Track productive and non-productive labor by time reporting code	Must have	
3.2	Capture and track labor by feature code (work description)	Must have	
3.3	Track real time labor by day and time also allow for comments	Must have	
3.4	Set the tracking of labor in increments from 0.1 to 0.99 hours. Capability to change the set increments (I.e. from quarter hour to 0.10 hours).	Must have	
3.5	Have ability to pay employee for two job positions	Must have	
3.6	Provide automatic calculation and application of appropriate overhead rates/charges. (By classification and/or pay center) Maintain separate Overhead Rate Table(s) for each department or division and tie it to the Job Table. Need to have multiple tables (i.e. internal, external or no overhead rate). Maintain a history table.	Must have	
3.7	Create labor submittal data for electronic transfer to EMACS Payroll	Must have	
3.8	Provide ability to correct errors for labor from prior submission to EMACS. Have ability to make corrections after submission and attach to original record in the system.	Must have	
3.9	Provide ability to customize timecards (e.g. individual or crew sheets)	Must have	
3.10	Provide convenient data entry screens capturing and calculating labor, equipment, overhead and material charges with distribution options to activity codes, projects, roads/mileposts, vehicles, repair orders, etc. Have appropriate edit controls for fields. Keep history data and use appropriate rates for time periods.	Must have	
3.11	Have multiple and flexible labor (wage rate, fringe rate and non-productive rate), equipment, overhead and materials rates	Must have	
3.12	Provide ability to import labor data from other system (e.g. MAINSTAR, Transportation Operations DB)	Must have	
3.13	Have ability for online adjustments	Must have	
3.14	Compare system charges to amount paid by EMACS	Must have	
3.15	Have employee time recorded online and check against system tables	Must have	

3.16	Run jobs automatically but have capability to set run times if changes occur	Must have	
3.17	Provide ability to transfer automatically for direct charges between departments (I.e.1335 and 5060 reports)	Must have	
3.18	Maintain tables such as Fund and Cost Center Master so departments can remove, close or re-open their own job numbers; and keep track of last date entry changed and who changed the entry.	Must have	
3.19	Provide week ending day of Fridays only except week where June 30th occurs.	Must have	
3.20	Recognize different payroll cycles. Have ability to modify payroll cycles.	Must have	
3.21	Recognize if equipment number is Motor Pool or Heavy Equipment.	Must have	
3.22	Provide detailed report of what leave time and hours used by an employee in a specific span of time	Must have	
3.23	Provide capability to get the cost and/or the number of hours a specific employee, job classification, feature code, or job number worked on a particular activity.	Must have	
3.24	Provide capability to record labor without job numbers for time constraints imposed by EMACS but allow for update of job number later for customer charging divisions.	Must have	
3.25	Provide field for Activity number for Surveyor use or allow use of Feature field; and tie to Activity number to the job number.	Must have	
3.26	Provide the ability to link the Activity number to an Activity classification (e.g. Revenue generating, Non-Revenue generating, Overhead).	Must have	
3.27	Provide field for work production unit count.	Must have	
3.28	Track varies types of time reporting codes used (I.e. Occupational Injuries and military leave, voluntary time off (VTO), returning retiree hrs & etc.); and including updates to changes in time types.	Must have	
3.29	Have ability to pay and track by record number (record 0 = 1st position; record 1 = 2nd position).	Must have	
3.30	Provide capability to perform equity adjustments/pay raises	Must have	
3.31	Have ability to track actual labor expended against industry standards and/or internally developed standards	Should have	
3.32	Have the ability to track labor, equipment, material costs against job budget	Should have	
4	Budget and Planning		
4.1	Have ability to create job numbers	Must have	
4.2	Have ability to link activity classification to activity number and job number.	Must have	
4.3	Have ability to add Disaster number (DSR or PW) to job number, and convert past non emergency job number to an emergency job number.	Must have	
4.4	Have ability to provide trend analysis for costs & revenue	Must have	
4.5	Have ability to provide cost analysis for budget forecasting	Must have	

4.6	Track a project's budget amount, commitment amount, change orders, payments, and retention by multiple contracts, PO's, MOU's, etc.	Must have	
4.7	Track contracts, PO's, MOU's, etc. by multiple projects.	Must have	
4.8	Track capital assets by multiple projects.	Must have	
4.9	Have ability to review staffing before budget is completed	Must have	
4.10	Track budget, commitments and expenditures related to budget	Must have	
4.11	Provide interface to budget forms (BUD PREP) online	Should have	
4.13	Prioritize projects (I.e. Transportation, Flood Control, etc) using the Roadbook, Pavement Condition Index, Public Contact and Yard data to prepare Future Projects List and Prioritized Project List.	Should have	
4.14	Provide ability to determine funding for projects and maintenance (I.e. Transportation, Flood Control, etc). Prepare 5yr Revenue Estimates by Funding Sources, Projected Funding Distribution and 5yr Funding Estimates by Community.	Should have	
4.15	Provide capability to create 5 Year Plan (I.e. Transportation, Flood Control, etc). Prepare Prioritized Project List Sorted by Community, 5 Year Plan Project List, and Next FY Project List with Estimated Costs.	Should have	
4.16	Prepare budget for Transportation, Flood Control, etc). Take Carry-Over Projects and New Projects and create Budget and WO Distribution.	Should have	
4.17	Have ability to perform billing for project reimbursement tracking, federal projects, RTIP, and Agreements	Should have	
4.18	Track actual costs via Job Cost Ledger and the online actual cost database	Should have	
4.19	Generate reports for Transportation Planning & Budgeting; Flood Control Planning & Budgeting	Should have	
5	Job, Activity, Project Tracking		
5.1	Have ability to generate on-line activities, job numbers, and projects	Must have	
5.2	Have ability to export work order information to yard operation DB and OPS Admin DB	Must have	
5.3	Provide for system assigned Job number with override capabilities	Must have	
5.4	Have ability to assign an in-house Project Worksheet (DSR) number to one or more job numbers and trace it to the state issued DSR #.	Must have	
5.5	Have ability to insert notes relative to services performed, customer comments, complaints, and future recommended services.	Must have	
5.6	Have ability to bill customers/vendor/contractors based on user defined criteria	Must have	
5.7	Have ability to access the Road Book or Flood Control system index when assigning Job numbers. Also have the ability to assign multiple roads or systems to a job number	Must have	
5.8	Have ability to view in real time and on-line all work in-progress and work completed using user defined criteria	Must have	

5.9	Have ability to track labor, equipment, materials and other costs by job code number, road number, account number, activity number or activity classification	Must have	
5.10	Have ability to track labor, equipment, materials and other costs by applicant or payer	Must have	
5.11	Have ability to track account number, activity number or job number by applicant or payer	Must have	
5.12	Provide an expanded size for the job number field. Accommodate different formats and allow override capability	Must have	
5.13	Create a separate job number table(s) but keep the tie to the Fund and Cost Center Master table(s). Allow departments or divisions/ functional areas to access and update their own job numbers.	Must have	
5.14	Have ability to view all jobs (activities, projects, etc) regardless of department/division with edit ability for own job numbers.	Must have	
5.15	Track multiple projects on a contract; and multiple contracts on a project	Must have	
5.16	Have ability to tie job number to budget line item	Must have	
5.17	Provide capability to have different funding string for job number format; not tie to FCCM as static default	Must have	
5.18	Provide capability to provide project/job geolocation data for export to a GIS system.	Must have	
5.19	Provide method to continually override system assigned Job number so do not to have to override each and every time entering multiple, unique job numbers.	Should have	
6	Billing		
6.1	Support a user defined billing period (I.e. week-end; fiscal-year-end; monthly; job completion; on demand).	Must have	
6.2	Have ability to cross over fiscal years (I.e. 05/01/2002 through 08/01/2002)	Must have	
6.3	Produce customer invoice breaking out charges (particularly for federal breakouts)	Must have	
6.4	Support flat rate billing and/or time and material billing (I.e. Surveyor has actual costs and average costs).	Must have	
6.5	Have ability to change billing rates, both globally and by user defined criteria	Must have	
6.6	Produce a monthly summary of all customer invoices sorted by department, cost center, or user defined criteria for billing information tied back to individual equipment unit (journal voucher)	Must have	
6.7	Bill the same work order/job number to more than one vendor	Must have	
6.8	Track contract (and amendments) amounts paid and amount left on balance	Must have	
6.9	Create vendor table and invoice log	Must have	
6.10	Have ability to accept invoice input from access Operations Material DB.	Must have	
6.11	Maintain applicant table	Must have	
6.12	Maintain payer table	Must have	

7	Accounting		
7.1.1	Have ability to update Cost Center Ledger or Job Cost Ledger on-line	Must have	
7.1.2	Have ability to import invoice and vendor bid award data from Operations Material DB.	Must have	
7.1.3	Provide capability to query all data fields in the system and save the query definitions/criteria so that same query can be used again and again.	Must have	
7.1.4	Have ability to close accounting period prior to running month end reports for Job Cost Ledger and Cost Center Ledger.	Must have	
7.1.5	Provide data to the Auditor-Controller in compliance with County accounting policies and procedures as well as applicable governmental accounting principles.	Must have	
7.1.6	Maintain the same job cost feature codes and pay centers, as well as activity and job number formats, or if changed provide conversion table.	Must have	
7.1.7	Allow charges to be applied or reversed (not deleted) after job number flagged complete.	Must have	
7.1.8	Track deposits, payments and other credits by department and/or division/functional area, applicant or payer and by job number or account number, and/or by activity number.	Must have	
	Accounts Payable:		
7.2.1	Track PO/Contracts and encumbrances and unencumbered contracts, and provide ability to see with detailed budget/ project distribution	Must have	
7.2.2	Have PO/Contracts control reflecting expenditures to date and remaining balances	Must have	
7.2.3	Provide on demand creation of claim (Request for Transfer) forms to Auditors FAS system. Provide offline capability too.	Must have	
7.2.4	Provide on-screen review of vendor outstanding invoices and bids awards, prior paid invoices and payable balances. Provide alert when vendor close to the maximum allowable (currently \$25,000 per work scope). Provide capability to set maximum allowable amount.	Must have	
7.2.5	Accept/Assign separate voucher numbers by organization (Transportation, Flood Control, Solid Waste, etc).	Must have	
7.2.6	Automatically generate payments and create output file for interface with FAS.	Must have	
7.2.7	Generate vouchers in each organization's accounts payable section for assembly of payment vouchers with invoices and other required backup.	Must have	
7.2.8	Create an interface file that contains payments that are sent directly to Auditor Controller's office and a separate interface file for vouchers that need to go to Purchasing first then to the Auditor Controller's office.	Must have	
7.2.9	Provide interface files must be able to be updated for payments that are disallowed by either Purchasing or Auditor Controller.	Must have	

7.2.10	Validate job number against Fund and Cost Center Master File List (FCCM) when entering accounts payable information.	Must have	
7.2.11	Have ability for when job number is entered, accounting codes should enter in automatically from FCCM table. For instance, when road, channels, etc. numbers are entered into job cost tickets, these numbers will automatically roll up into the payment voucher based on what fund and cost center is on the FCCM and the object code. Note: Some cost center numbers can change depending on which feature number (e.g., using a feature number for disaster such as 41, 42, 43, 44 will force job numbers into CC 49) is used.	Must have	
7.2.12	Have a prompt to fill in Cost Center field on job cost ticket if there is a generic GRC (General Reporting Code).	Must have	
7.2.13	Have ability to generate FAS payment voucher; need to automatically generate a transfer.	Must have	
7.2.14	Create a daily interface file to FAS that will return an acceptance or rejection after processing. Allow online access to returned data and capability to print the information. If accepted, create interface from FAS back to DPWAS Cost Center. Want to be able to access online the next day on either FAS or DPWAS for the previous days data.	Must have	
7.2.15	Have ability to include prior year in the cost center to perform management reports.	Must have	
7.2.16	Provide ability to view Garage Distribution details (such as what services or products was provided, who requested them, and breakdown of labor, material, etc) from the Fleet Management's FASTER system online and verify that it balances to FAS transfer before submitting.	Must have	
7.2.17	Provide ability for all clearing accounts to be maintained for Labor, Motor Pool, Equipment, and Garage for the variances to be analyzed as part of schedule 7 for the Annual Road Report	Must have	
	Accounts Receivable:		
7.3.1	Have cash receipting data entry programs with daily and monthly deposit revenue reports. Provide interface with the county financial accounting system (FAS).	Must have	
7.3.2	Automatically create fund transfer forms for cost applied reimbursable projects and A/R invoices for reimbursable activities performed for outside parties. Automatically generate TD & FC numbers for Accounting Receivable invoices.	Must have	
7.3.3	Have ability to track DSR reimbursements from letter to receipt of check	Must have	
7.3.4	Replace Solomon IV Accounts Receivable software module and/or Paradigm's CompuWeight/WeightStation Accounts Receivable software module.	Must have	
7.3.5	Comply with GASB 33 revenue recognition.	Must have	

7.3.6	Allow Cash Receipts Journal to be input online. This should roll up into the FAS Bank Deposit Acknowledgement (D-distributions) & Deposit Distribution or the FAS Auditor's Deposit Permit - Treasurer's Receipt (A-distribution).	Must have	
7.3.7	Provide for A-distributions to interface with Treasurer, reviewed & signed by Treasurer & then interfaced to Auditor Controllers for review & signature. D-Distributions should interface with Treasurer after deposit is taken to bank. It is then reviewed & signed by Treasurer & then interfaced to Auditor for review & signature.	Must have	
7.3.8	Validate job number when FAS transfer is created and reject if invalid job number is used, or have an override capability. Automatic transfer system for Surveyor, Solid Waste, etc. for billing other entities (e.g. DPW-Transportation; DPW-Flood Control, etc.). Automatically interface to DPWAS and update the job numbers charged.	Must have	
8	Inventory Management		
8.1	Track stockpile inventory and provide report. Provide online input of monthly stockpile; and allow for remote input in future. Automatically create FAS transfer that reimburses the fund SVL.	Must have	
8.2	Track assets, value of asset and depreciation; roll up to ACR asset	Must have	
9	Management Reports		
9.1	Provide monthly Cost Center Ledger report in its current format.	Must have	
9.2	Provide monthly Job Cost Ledger report in its current format with separate columns for Labor, Equipment, Depreciation, Materials, Contracts, and Right of Way.	Must have	
9.3	Provide monthly Budget Expenditure and Revenue Report	Must have	
9.4	Provide annual Road Report to State Controller in compliance with the guidelines in the State Accounting Manual. Provide capability to change report format as State modifications are made. Allow capability to make adjustments to the report. Only selected funds are utilized. Transit funds & some misc. funds (e.g. SVE, SWP) are not included on the report.	Must have	
9.5	Provide ad hoc capability for any staff to query the database and print a report, save the report format, and enable scheduled running of reports automatically on routine basis.	Must have	
9.6	Provide monthly Routine Maintenance report; add year end summary to report.	Must have	
9.7	Produce Weekly Employee Index	Must have	
9.8	Produce Step Due List	Must have	
9.9	generate bi-weekly reimbursement charges for employee from your cost center performing work for another cost center (5060 report) and debit charges for other cost center employee working for your cost center (1335 report) Reports.	Must have	
9.10	Produce Address Roster	Must have	
9.11	Produce budget reports for SWM Support Services	Must have	
9.12	Provide all cost report and Benchmark report formats in yard Operations DB	Must have	

9.13	Generate reports of Planning and Budget information for Supervisors, Management, SANBAG, and public inquiries.	Should have	
9.14	Provide selected reports to be posted to County web site with automatic updates.	Should have	
10	Records Management		
10.1	Maintain database information on-line for current year plus two years back. Keep older data on off-line storage but have capability of requesting and accessing data on-line.	Must have	
10.2	Purge data from on-line system to archival quality medium and maintain indefinitely	Must have	
11	System Security		
11.1	Provide a strong and flexible system password protection for the system	Must have	
11.2	Allow system administrator to establish and modify as needed passwords and privileges for specific functions, files, data elements via table driven updates	Must have	
11.3	Restrict access based on user profile	Must have	
11.4	Allow passwords to be changed periodically	Must have	
11.5	Maintain logs of failed logon attempts	Should have	
12	Maintenance and Support		
12.1	Provide software maintenance support to cover regular updates, new releases, technical consultation and dial-up phone support commencing after the warranty period. Prefer on-line support.	Must have	
12.2	Have a support help-desk available to County personnel aimed at real time problem resolution. Coverage needs to match the Departments hours of operation (6:00 am - 10:30 pm M-F, PST) Explain process for problem resolution	Must have	
12.3	Provide software source code including all penitent documentation used for the development, modification, or customization of systems and placed in an escrow account in the event the Vendor is no longer able to provide support. The software in escrow to be the latest release.	Must have	
12.4	Provide a three-year minimum warranty period for all proposed software with an annual renewal thereafter	Should have	
13	Interfacing		
13.1	Allow interface with county finance department (FAS) for backend fiscal posting and reporting	Must have	
13.2	Allow interface with county EMACS (payroll) system.	Must have	
13.3	Interface with scale weighing and charging system (Paradigm's CompuWeight and WeightStation software). Currently interfaces with Solomon software package.	Must have	
13.4	Interface with Fleet Management FMIS (CCG's Faster System).	Must have	
13.5	Provide download capabilities (via FTP or Shadow Direct) to Access and Excel.	Must have	
13.6	Interface with Roadbook in Crossroads OTS system.	Must have	
13.7	Interface with future "Mainstar" application in DPW Operations.	Must have	

13.8	Interface with OPS Admin Access DB	Must have	
13.9	Interface with County Treasurer's (TZ) system	Must have	
13.1	Interface with Accela's Permits Plus system	Must have	
13.11	Interface with e2020 system	Must have	
13.12	Interface with County Budget Preparation system	Should have	
14	Data Conversion		
14.1	Propose a plan for successful conversion and validation of data into the new record format. County IS will perform the mapping.	Must have	
14.2	Target 100% accuracy for data conversion and new system population	Must have	
14.3	Describe data conversion approach, including data integrity validation, responsible person and their experience with data conversion	Must have	
15	Hardware/Software		
15.1	Propose a completely configured system including File Servers, Work Stations, Printers, Bar Code equipment. The County reserves the right to provide any and all hardware specified in the proposal. Hardware preference is HP/Compact.	Must have	
15.2	Support Multi-platforms capable of operating with Windows 95/98, Windows NT, Windows 2000 and/or Windows XP environments	Must have	
15.3	Support the County Database standard of SQL Server 7.0, Oracle and DB2 (Host).	Must have	
15.4	Be in compliance with browser standard of Microsoft Internet Explorer	Must have	
15.5	Provide a recommendation for use of various collection devices (Bar Code, Hand Held devices, hard wired vs. infrared, etc)	Should have	
16	Installation and Training		
16.1	Be entirely installed and operational. Provide detailed information relative to application configuration, installation, testing, roll-out and final system acceptance.	Must have	
16.2	Provide complete user friendly training, training materials and documentation (User Guides and online help) for all purchased hardware/software	Must have	
16.3	Include system documentation for each person being trained. Training to include software, installation, administration, security, communications and database & storage (Permission to reproduce training materials in support of future training is also required)	Must have	
16.4	Provide, in paper and electronic, system documentation such as user manuals and reference manuals that will assist County programmers in building future system interfaces	Must have	
16.5	Provide a description and method for the proposed training. Identify any limits relative to the number of persons per training session	Should have	
16.6	Describe the differences between the various degrees of training based upon the individuals to be trained	Should have	

17	Project Management		
17.1	Describe approach and provide preliminary plan for proposed system implementation	Must have	
17.2	Provide a brief resume for each team member showing education and prior experience	Must have	
17.3	Provide a list of references with up to date phone numbers where the Vendor has implemented a similar and comparable system	Must have	
17.4	Provide written monthly reports to the County's Project Director during the duration of the project	Must have	
17.5	Meet all requirements of County RFP process	Must have	